



City of Cardiff Swimming Club

Clwb Nofio Dinas Caerdydd



CARDIFF closed INVITATIONAL MEET 2016

City of Cardiff Swimming Club LONG COURSE LEVEL 3 MEET



Saturday 20th Sunday 21st February 2016

Cardiff International Pool



Event Information and Entry Forms

(All Session Times to Be Confirmed)

Licence Number: 3WL160200

(Under FINA Technical Rules & Swim Wales Laws)





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City of Cardiff Swimming Club 6th Closed Invitational Meet

Licence Number: 3WL160200

(Under FINA Technical Rules & Swim Wales Laws)

Saturday 20th & Sunday 21st February 2016

This is a Level 3 Licensed Meet enabling development swimmers to experience the Long Course and obtain Qualifying Times for Regional Competitions

Only electronic entries will be accepted for this meet.

VENUE	Cardiff International Pool, Olympian Drive, Cardiff, CF11 0JS
POOL	10 Lane – 50m pool – electronic timing – with anti turbulence lane ropes
AGE GROUPS	Boys: 8yrs, 9yrs, 10yrs, 11yrs, 12yrs, 13yrs. Girls: 8yrs, 9yrs, 10yrs, 11yrs, 12yrs, 13yrs.

Minimum age for entry is 8 years

AGE UP DATE 21 February 2016

EVENTS	(all events Heat Declared Winner)	
	50m, 100m Freestyle	- All Age Groups
	50m, 100m Backstroke	- All Age Groups
	50m, 100m Butterfly	- All Age Groups
	50m, 100m Breaststroke	- All Age Groups
	200m Individual Medley	- All Age Groups
	400m Freestyle	- 10yrs, 11yrs, 12yrs, 13yrs.
	Relays	
	Boys 8 x 50 free	- All Age Groups
	Girls 8 x 50 free	- All Age Groups
	Mixed 8 x 50 Medley	- All Age Groups

SWIM WALES "MISSION STATEMENT"

"Every Swimmer must have the opportunity to swim in appropriate, quality competition to enable them to meet their true potential in line with Long Term Athlete Development."



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PROMOTER'S CONDITIONS

AWARDS

Awards will be given to the first 3 places in each age category, with the exception of the Relays. There will be an award of the "Dave Haller Cup" for the top club competing across all three Relay Events.

Competitors will only receive an award if they have achieved the qualifying standard.

SPEEDING TICKETS

Any swimmer finishing in a time faster than that set by the **UPPER CUT OFF TIME** will be issued with a 'speeding ticket' and **no medal** will be awarded to that swimmer for that event.

Medals and 'speeding tickets' will be available on the day and can be collected from the medal table on poolside.

Swimmers must ensure that they are suitably clothed (tee shirt and shorts) when receiving awards.

SPOT PRIZES

Spot prizes will be awarded on the day.

There will be one random draw per session to determine which event and heat the prize will apply to. The winner of the heat will be entitled to claim the prize. The event and heat will be announced during each session.

ENTRIES

There are no entry times for this meet but events have **UPPER** cut off times applied. Entry times for these events must be **SLOWER** than the upper cut off times (NT's are acceptable).

A swimmer who has a time **FASTER** than or **EQUAL TO** the upper cut off time for any event is not eligible to swim in that event.

Entry times may be submitted as long course or short course times using the Hy-Tek entry file but will be converted to long course times using Hy-Tek's Meet Manager software. Estimated times are not permitted.

It is the responsibility of each club to ensure that their swimmers' entries are accurate. Random checks will be made against the current ASA ranking database.

If swimmers are found to have entered the meet with false or made up times, they will be disqualified from all events that they have entered and their entry fees will be forfeited.

Clubs are requested to send all entries at the same time with one payment to cover all swimmers and coach passes.

Only Clubs may pay by BACS transfer, which is our preferred method of receiving payment. Payment from individual entries to be via cheques, made payable to City of Cardiff Swimming Club

The electronic event entry file can be obtained from the CCSC Home Meets page on our website: www.cardiffswimming.co.uk

Electronic entries/enquires should be e-mailed to home.meets@cardiffswimming.co.uk

Electronic entries produced from Hy-Tek's Team Manager or Team Manager Lite



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software as electronic entries are requested and should include an entry report, fee entry report, completed summary sheet and any poolside passes applications. For all entries, the submitted date will be the date of receipt of all entries, reports and payment.

There will be no time trials or exhibition swims permitted at this event and there will be no entries on the day.

Electronic entries will be acknowledged with receipt confirmation. No entries will be processed until full and complete payment is received.

Entry forms are to be retained by the club.

Copies of the Team Manager Lite application can be downloaded free of charge from <http://www.hy-tekltd.com/downloads.html>. Instructions for Team Manager Lite can be downloaded from the Closed Invitational Meet page of the City of Cardiff Swimming Club Website.

Please ensure that you put adequate postage on posted entries. Envelopes with insufficient postage will not be collected from the Royal Mail depot.

Entries will be rejected for the following reasons:

- Incorrectly completed
- Received without the relevant fee
- Outside the upper cut off time
- Improved entries
- Received after the closing date 18th January 2016 at 20:00

**NO LATE ENTRIES WILL BE ACCEPTED
AND THERE WILL BE NO ENTRIES ON THE DAY**

The Meet Director reserves the right to limit entries. In the event that entries are rejected the entry fee will be refunded to the Club in question.

No refunds will be made for withdrawals after the closing date of 18th January 2016 other than on medical grounds. A medical note must be provided on or before 21 March 2016.

City of Cardiff Swimming Club reserve the right to return entries if the meet is oversubscribed.

City of Cardiff Swimming Club reserve the right to cancel the event if the meet is under subscribed.

City of Cardiff Swimming Club reserve the right to move events (as a last resort) if the meet is oversubscribed in order to comply with timing requirements set out by Meet Licencing.

There will be no entry cards for this event.

ENTRY PRICING

£4.50 per event.

Relays are £5.00 per team for each relay event.

Clubs can submit a "B" Team on a first come first served basis.



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- CLOSING DATE** **MONDAY 18th January 2016 Time: 20:00** (No late entries will be accepted)
- OFFICIALS** Visiting clubs bringing a team of 10 or more swimmers are requested to provide at least one qualified official per session and their details (together with their qualification) are to be forwarded with the entry information. Meals and refreshments will be provided.
- SEEDING** All events will be spearheaded and swum slow to fast, based on entry times.
- WITHDRAWALS** All withdrawals must be notified to the meet office. The meet office must be informed of withdrawals by no later than 5.00pm on the day before competition.
- No refunds will be made for withdrawals other than on medical grounds. A medical note must be provided on or before 21 March 2016.
- SPECTATORS** There is free entry to the Meet for spectators
- Programme £3.50 (full weekend programme).
- SESSION TIMES** Session timing will be finalised once all entries have been processed and swimmers/clubs will be notified accordingly.
- Please note that it is the swimmers` responsibility to present themselves ready to swim, to the Marshalling Area prior to the start of their event.
- STARTS** Over the top starts will be used wherever possible.
- ELECTRONICS** Omega electronic timing system with electronic display.

PROGRAMME OF EVENTS

SATURDAY SESSION 1			SATURDAY SESSION 1 RELAYS		
WARM UP & SESSION START TBC			START TBC		
101 HDW	Female	400m Freestyle	107 Relay	Female	8x50m Freestyle
102 HDW	Male	400m Freestyle	108 Relay	Male	8x50m Freestyle
103 HDW	Female	50m Backstroke	109 Relay	Mixed	8x50m Medley
104 HDW	Male	50m Backstroke			
105 HDW	Female	100m Butterfly			
106 HDW	Male	100m Butterfly			
SUNDAY SESSION 2			SUNDAY SESSION 3		
WARM UP & SESSION START TBC			WARM UP & SESSION START TBC		
201 HDW	Male	50m Freestyle	301 HDW	Female	50m Freestyle
202 HDW	Female	50m Butterfly	302 HDW	Male	50m Butterfly
203 HDW	Male	50m Breaststroke	303 HDW	Female	50m Breaststroke
204 HDW	Female	100m Backstroke	304 HDW	Male	100m Backstroke
205 HDW	Male	100m Freestyle	305 HDW	Female	100m Freestyle
206 HDW	Female	100m Breaststroke	306 HDW	Male	100m Breaststroke
207 HDW	Male	200m IM	307 HDW	Female	200m IM



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RELAY

Clubs are invited to enter a relay team to cover the three relay events with their meet entry.

Swimmers names must be submitted in the swimming order before the close of warm up for Session One.

Relay teams failing to swim in the submitted order will be disqualified.

If it can be proved to the Lead Referee that a member of a relay team is unavailable through ill health or accident, the Lead Referee may use discretion and allow a substitute to swim.

No substitutions will be allowed once the warm up for the relay teams has begun.

The Dave Haller Cup will be awarded to the team with the most points from the three relay events. Points of 15, 10 & 5 will be awarded to the teams finishing in 1st 2nd 3rd places in each event. The points will be added together to declare a winner.

(If a team is DQ then no points will be awarded in that relay event. The fastest three teams, taking into account any DQ which may be declared, will be awarded the points).

MEET RESULTS

City of Cardiff Swimming Club will be running a live results service throughout the meet, and live results will also be available on Hy-Tek's 'Meet Mobile' app, for iPhone and iPad. Please note that Hy-Tek are now charging for results.

The meet results will be posted on the City of Cardiff Swimming Club website within 72 hours of the Meet closing. Results will also be passed to Swim Wales and ASA for their reference and inclusion in rankings.

For club's using Hy-Tek, a complete electronic version, together with a PDF copy of the meet results will be emailed to clubs after the meet.

POOLSIDE PASS

£10.00 per poolside pass in advance of the meet.

£15.00 per poolside pass purchased on the day.

These are required for all coaches, chaperones & team managers. Passes must be worn at all times whilst on poolside and will be required to gain access. A maximum of 5 passes per Club will be issued.

Passes will only be issued on receipt of Swim Wales/ASA registration number, a DBS number and a passport photo.

Swim Wales passes may be used for identification. However, a poolside pass must still be purchased.

THERE WILL BE NO ACCESS TO POOLSIDE FOR ANYONE WITHOUT A POOL PASS.

CAR PARKING

Car parking places are provided close to the Cardiff International Pool and details will be confirmed in due course.

REFRESHMENTS

The Café, which provides a catering facility serving refreshments for swimmers, spectators and coaches, will operate throughout this meet. Refreshments may not be taken onto the poolside. There are also local facilities located near Cardiff International Pool.



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HEALTH & SAFETY

All swimmers, officials, volunteers, spectators, and visitors are required, at all times, to abide by the rules set out in the Pool Operating Procedures and Normal Operating Procedures & Emergency Action Plan for Cardiff International Pool.

No outdoors shoes to be worn on the poolside. Suitable footwear must be worn outside the pool area (including the balcony area) and particularly when moving around and climbing the steps in the competitors' area.

For safety and security reasons, the wearing of jewellery is not permitted while in the water during warm-ups / swim-downs and / or competition. This includes watches, necklaces, chains, bangles, wrist bands, earrings (except studs), and rings (except wedding bands).

City of Cardiff Swimming Club will not be responsible for any jewellery brought to events and will not be liable if such jewellery is lost or damaged.

The front four rows of the spectator area are reserved for swimmers and coaches only seated in their Clubs. **Swimmers are asked not to enter the spectator's area or balcony/foyer whilst they are competing.**

If you are unable to execute a competent racing dive do not use the starting blocks at any time during this swim meet.

A competent racing dive is defined as in the ASA Competitive start award; each swimmer is required to hold one of these. It is the Coach and/or Team Managers responsibility to ensure that this is the case for all swimmers intending to execute a racing dive.

No swimmer should topple into the water in the event of a false or faulty start - a proper shallow dive must be performed. It is the responsibility of the swimmer and/or parent to declare to the referee any disability or medical condition that could present a health or safety risk.

If such a disability or medical condition exists swimmers must produce a medical certificate confirming that their participation presents no health or safety problems.

CONDUCT

Behavior becomes "unacceptable" when it is considered "offensive" to others; this includes, but is not limited to, the following:

Theft, willful damage to property and or equipment, acts of vandalism, abuse of alcohol and or drugs, bullying, offensive language, aggressive/violent acts, threatening behavior, all breaches of safety practices, failure to comply with instructions/directions, actions that bring the sport of swimming into disrepute

Unacceptable behavior will not be tolerated in any circumstances, and all such occurrences will be referred to the Meet Director and Referee and could result in removal from the competition.

DATA PROTECTION

Entries and results for this Meet will be held on computer. As required by the Data Protection Act 1998, submission of entries implies consent to the holding of personal information on computer.

These details may be made public before, during or after the Meet.

CLUB SWIM SHOP

Our Club Swim Shop will be in operation throughout the Meet.



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CAMERA USE

The use of all photographic equipment is controlled at this Meet.

It is a mandatory requirement of the Meet licence that all persons - including competitors, officials, volunteers and spectators wishing to engage in any kind of photographic activity including video, zoom, close range photography, irrespective of the nature of the device/equipment used for taking/recording such images must register their details with the event management in advance of taking any images.

Such equipment should not be used without a pass.

This includes, but is not limited to:

Still/Cine/Video camera

Camera enabled PDA's

Camera/video enabled mobile phones

iPads/tablets

Passes can be obtained (free of charge) from the Meet Office **upon proof of identity (photographic e.g. driving licence)**, and must remain attached to the equipment whilst within the Spectator Area.

Equipment being used without a pass will be removed. The records of camera use will be retained by City of Cardiff Swimming Club.

NO FLASH photography is permitted.

MOBILE PHONES

Swimmers, parents and coaches are reminded that the use of mobile phones is **not allowed inside the Cardiff International Pool building.**

This policy is actively enforced and **all visitors and swimmers are asked to comply.**

ACCOMMODATION

A range of online bookable hotels is available in categories from two to five stars, and most hotels and B&B's are only a short walk from the city's visitor attractions, shops and rail station

To reserve accommodation online visit
www.visitcardiff.com/Accommodation-in-Cardiff

GENERAL

Any point not covered by these rules will be at the discretion of the organisers. Depending upon the situation, the Referees decision will be final.

APPEALS

Any appeals must be submitted in accordance with FINA procedures and will be handled appropriately by the Meet Director and Referees.



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Cardiff Closed Invitational Meet

Cardiff International Pool, Cardiff 20 & 21 February 2016

LICENCE NUMBER 3WL160200

(Under FINA Technical Rules and Swim Wales Laws)

FEMALE		UPPER CUT OFF TIMES					(Long Course)
AGE	8	9	10	11	12	13	
50m Freestyle	42.60	40.60	39.60	37.20	35.70	34.70	
100m Freestyle	1:37.30	1:37.30	1:25.10	1:18.70	1:15.30	1:13.50	
400m Freestyle			5:55.10	5:26.50	5:15.40	5:05.20	
50m Breaststroke	55.90	55.90	50.10	47.00	44.60	43.10	
100m Breaststroke	2:06.10	2:06.10	1:47.60	1:39.30	1:33.90	1:30.40	
50m Butterfly	47.80	47.80	43.50	40.50	38.80	37.20	
100m Butterfly	1:46.40	1:46.40	1:35.50	1:26.70	1:22.30	1:19.50	
50m Backstroke	49.60	49.60	46.60	42.30	40.80	39.70	
100m Backstroke	1:50.30	1:50.30	1:35.70	1:28.40	1:24.00	1:22.00	
200m I/M	3:46.30	3:46.30	3:24.20	3:10.00	2:59.10	2:56.20	

MALE		UPPER CUT OFF TIMES					(Long Course)
AGE	8	9	10	11	12	13	
50m Freestyle	40.50	38.50	36.40	35.40	34.40	33.40	
100m Freestyle	1:37.20	1:37.20	1:23.70	1:18.00	1:13.40	1:10.20	
400m Freestyle			5:52.60	5:23.50	5:10.90	5:00.10	
50m Breaststroke	55.80	55.80	50.50	47.20	44.00	41.60	
100m Breaststroke	2:04.90	2:04.90	1:47.70	1:38.80	1:32.80	1:27.80	
50m Butterfly	48.30	48.30	43.00	40.40	38.10	36.20	
100m Butterfly	1:47.70	1:47.70	1:34.10	1:26.20	1:20.80	1:16.80	
50m Backstroke	49.50	49.50	45.30	41.60	39.70	38.30	
100m Backstroke	1:48.00	1:48.00	1:34.90	1:28.00	1:23.10	1:19.00	
200m I/M	3:42.80	3:42.80	3:24.00	3:09.30	2:59.30	2:50.90	

Short Course Times will be converted to Long Course by Hy-Tek Meet Manager Software.
The organisers reserve the right to return Entries.



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Cardiff Closed Invitational Meet

Cardiff International Pool, Cardiff

20 & 21 February 2016

LICENCE NUMBER 3WL160200

(Under FINA Technical Rules and Swim Wales Laws)

Coaches/Team Managers/ Chaperone Pass - Individual Application Form

Name of Club		Club Code
Full Name		
Position In Club		
ADDRESS		
TEL No./Mobile		
E Mail		
Swim Wales ASA/Scottish Swimming Affiliation No.		DBS Number:

The above named person is authorised to hold a pass for this club

CLUB SECRETARY..... **SIGNED:**

Please note only members affiliated to Swim Wales/Scottish Swimming/ASA or a member of a FINA affiliated country will be eligible for a coach's pass.

Only applications with a photograph will be accepted. Could applicants please write their full name on the rear of the photographs.

Please send a BACS transfer in the sum of £10.00 (or cheque made payable to City of Cardiff Swimming Club) per poolside pass requested in advance.

Poolside passes can be purchased on the day at a cost of £15.00. (subject to the completion of above info)

There will be no access to the poolside without a poolside coach's pass. Passes will be restricted to a maximum of 5 passes per club and are non transferable.

All completed forms to be returned to

Stephen Jones
18 Nasturtium Way
CARDIFF CF23 8SF

EMAIL: home.meets@cardiffswimming.co.uk

CLOSING DATE: MONDAY 18 JANUARY 2016.



City of Cardiff Swimming Club

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Cardiff Closed Invitational Meet

Cardiff International Pool, Cardiff
20 & 21 February 2016
LICENCE NUMBER 3WL160200
(Under FINA Technical Rules and Swim Wales Laws)

Meet Entry Summary Sheet

This form must be completed and returned with the Hy-Tek Meet Entry Fee Report and Entry File, unless already emailed to home.meets@cardiffswimming.co.uk

Name of Club		Club Code
Contact Name		CLUB BANK DETAILS
Address		Bank Sort Code Account No.
TEL No./Mobile		
E Mail		
TEAM SIZE		
No. Of Individual Entries		@ £4.50 per event £
RELAY TEAMS	Boys/Girls/Mixed	@ £5.00 per team £
No. Of Coaches Passes		@ £10.00 each in advance £
Total payment made payable to City of Cardiff Swimming Club		£.....

It is requested that a single payment via BACS is made for the complete club entry. Details of your Club's Bank is to be provided in the box above so we can issue a refund if required.

I declare that only our team members who have reached the standard of the ASA Competitive Start Award will be permitted to start from the poolside. Those who have not will start in the water.

I confirm all the Meet Conditions have been brought to the attention of swimmers, parents/guardians and coaches including the rules regarding photography.

I agree to abide by the conditions laid down by the Meet Management for this event.

Club Secretary SignatureDate:

Entries, payments and supporting reports, and poolside pass applications should be sent to:

Stephen Jones
18 Nasturtium Way
CARDIFF CF23 8SF

CLOSING DATE: Monday 18 January 2016



City of Cardiff Swimming Club

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Cardiff Closed Invitational Meet

Cardiff International Pool, Cardiff

20 & 21 February 2016

LICENCE NUMBER 3WL160200

(Under FINA Technical Rules and Swim Wales Laws)

Officials Nomination Form

PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS

Name of Club		Club Code
Full Name		
Qualification (J1 J2 J2S Referee)		
ADDRESS		
TEL No./Mobile		
E Mail		
Swim Wales ASA/Scottish Swimming Affiliation No.		DBS Number:

Available Sessions

SATURDAY	1		
SUNDAY	2		3

All completed forms to be e-mailed to Jim McCulloch: officials@cardiffswimming.co.uk